

# FINANCIAL AND ADMINISTRATIVE SERVICES

## PROGRAMS

	2010-11 Actual	2011-12 Budget	2012-13 Adopted	2013-14 Projected
<b>Administration</b>				
Provides financial management for all City funds and transactions; administers debt policies; develops long range financial plans and oversees internal controls, financial policies and procedures.				

<i>Appropriation</i>	654,330	706,976	<b>719,457</b>	742,187
<i>Full Time Equivalent Positions</i>	4.0	5.0	<b>4.5</b>	4.5

## Accounting

Maintains an accounting system in accordance with generally accepted accounting principles; provides payroll and related services along with capital asset and contract management. Coordinates financial audit function.

<i>Appropriation</i>	536,075	564,888	<b>558,958</b>	591,083
<i>Full Time Equivalent Positions</i>	6	7	<b>7</b>	7

## Central Contracting

The Centralized Contracting Division, of the Financial and Administrative Services Department, supports bidding and contracting functions for professional and other services across the organization. Services include bid specification development, conducting bids and requests for proposals, contract development, contract execution, grants management and certain functions of M/WBE Program compliance.

<i>Appropriation</i>	0	228,224	<b>122,515</b>	131,932
<i>Full Time Equivalent Positions</i>	0.0	0.0	<b>1.5</b>	1.5

## Collections

Prepares all required notices/invoices and collects all City revenues including business privilege licenses, parking tickets, street assessments, user fees and utility payments, including Stormwater, Water and Sewer and Solid Waste payments.

<i>Appropriation</i>	1,390,837	1,272,900	<b>1,330,613</b>	1,343,337
<i>Full Time Equivalent Positions</i>	18.0	15.0	<b>15.5</b>	15.5

## Financial Reporting

Prepares reports on the financial condition of the City, including the Comprehensive Annual Financial Report and reports for State agencies; Provides grant management assistance, monitoring of the City's debt portfolio and coordinates the risk management program.

<i>Appropriation</i>	317,903	280,203	<b>288,727</b>	304,911
<i>Full Time Equivalent Positions</i>	4.0	3.5	<b>3.5</b>	3.5

## Purchasing

Purchases materials, supplies and equipment for all City departments; awards purchase and service agreements; conducts the bidding process for all contracts except construction contracts; arranges and conducts the sale of surplus property.

<i>Appropriation</i>	465,235	369,884	<b>373,417</b>	388,022
<i>Full Time Equivalent Positions</i>	6	5	<b>5</b>	5

## Treasury

Provides cash and investment management to meet the City's liquidity needs along with preservation of principal balances; provides accounts payable and accounts receivable services and supports electronic commerce initiatives for banking and cash receipts/disbursements.

<i>Appropriation</i>	548,592	598,304	<b>554,833</b>	578,161
<i>Full Time Equivalent Positions</i>	8.00	7.55	<b>7.55</b>	7.55

## Departmental Objectives

- Provide quality and timely financial reports, services and products to all customers and partners.
- Partner with the community by effectively informing citizens of financial information and maintaining good community relations.
- Process mission critical services timely.
- Ensure department staff is adequately trained and strive to match the department staff to the overall City population diversity.
- Utilize available technology to improve processing of services and disseminating financial information.
- Maintain or improve the City's financial environment by enhancing the ability to fund service and budget priorities and manage financial resources in an efficient manner while promoting accountability for resource usage.



**PERFORMANCE MEASURES**

	2010-11 Actual	2011-12 Budget	2012-13 Adopted	2013-14 Projected
<b>Efficiency Measures</b>				
• % of audited privilege licenses in compliance with Code	N/A	90%	90%	90%
• % of total contracts awarded to local businesses	N/A	N/A	55%	55%
• % check requests entered within 48 hours of receipt	N/A	95%	95%	95%
<b>Effectiveness Measures</b>				
• Tax-supported debt per capita	N/A	<\$1,000	<\$1,000	<\$1,000
• % of minimum General Fund undesignated Fund Balance	N/A	9%	9%	9%
• City general obligation bond rating	AAA/AAA/AAA	AAA/AAA/AAA	AAA/AAA/AAA	AAA/AAA/AAA
• Revenue bond rating	AAA/AA2/AA+	AAA/AA1/AAA	AAA/AA1/AAA	AAA/AA1/AAA
• Certificate of participation rating	AA+/AA1/AA+	AA+/AA1/AAA	AA+/AA1/AA+	AA+/AA1/AA+
• % Parking tickets collected	N/A	75%	75%	75%
• % Miscellaneous billing collected	N/A	99%	99%	99%
• % Assessments collected	N/A	75%	75%	75%
• % Stormwater/Solid Waste (Cycle 8) Collected	N/A	75%	75%	75%
• GFOA financial reporting standard met	Yes	Yes	Yes	Yes

**BUDGET SUMMARY**

	2010-11 Actual	2011-12 Budget	2012-13 Adopted	2013-14 Projected
<b>Expenditures:</b>				
Personnel Costs	3,051,712	3,127,161	3,104,302	3,235,415
Maintenance & Operations	861,260	894,218	844,218	844,218
Capital Outlay	0	0	0	0
Total	3,912,972	4,021,379	3,948,520	4,079,633
Total FTE Positions	46.00	43.05	44.55	44.55
<b>Revenues:</b>				
Licenses/Permits	2,985,696	3,198,000	3,403,000	3,469,000
Internal Charges	38,398	149,150	150,110	150,110
All Other	359,383	345,500	202,000	202,000
Subtotal	3,383,477	3,692,650	3,755,110	3,821,110
General Fund Contribution	529,495	328,729	193,410	258,523
Total	3,912,972	4,021,379	3,948,520	4,079,633

**BUDGET HIGHLIGHTS**

- The FY 12-13 budget is decreasing \$72,859 or 1.8%.
- Maintenance and Operations is decreasing \$50,000. In response to the Council directive to maintain the current tax rate, Finance reduced Audit Services by \$10,000. In addition, the budget for outstanding parking ticket collections was increased \$356,000 due to the success of the City's Collections contract. This additional revenue is budgeted in the GDOT budget.
- As part of the creation of the Central Contracting Division that took place in FY 11-12, three positions were added to the Finance & Administrative Services budget. In FY 12-13, 50% of each of these three positions will be funded from Water Resources. These changes are responsible for the net increase of 1.5 FTE.